

DDR-0432

25 April 1959

Dear Ray,

Under the terms of Contract Nos. HB-300 and HB-350, Contractor is authorized to perform necessary travel as approved by the Contracting Officer. Documentation and support for such travel is to be retained at Contractor's plant for on-site audit upon completion of the contracts. However, invoicing for travel may be on a current basis.

In order to preclude the possibility of certain travel being subject to question at completion of the contracts due to changes in personnel or faulty memories, it is suggested that the Contractor submit at least every 60 days a description of all travel performed and a request for approval thereof. In this way, approval for Contractor's travel is on a current basis and any questions can be readily answered.

Contractor should retain the Contracting Officer's Approvals of travel with the documentation for the Audit of contract completion.

Regards,

Jim

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